



## INSTALLATION ENVIRONMENTAL PROTECTION COMMITTEE

## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 82 CES/CEV (Lt Teresa Rose)  
Supersedes SAFBI 32-7003, 18 Mar 97

Certified by: 82 CES/CC (Lt Col Hal M. Tinsley)  
Pages 17; Distribution: F

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This instruction implements AFPD 32-70, *Environmental Quality*, for Sheppard Air Force Base by providing guidance on establishing and standardizing an environmental quality program and environmental management procedures. Sheppard AFB is committed to: cleaning up environmental damage resulting from past activities; meeting all environmental standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; eliminating pollution and risk of pollution from its activities wherever possible; and ensuring response capabilities for environmental emergencies. This base instruction establishes responsibilities and procedures for the environmental management of Sheppard AFB through the Installation Environmental Protection Committee (EPC) and is applicable to organizations under the 82d Training Wing and the 80th Flying Training Wing **except** geographically separated units. The chairperson for Sheppard AFB's EPC is the 82d Training Wing Commander, 82 TRW/CC. Membership of the EPC includes the 80th Flying Training Wing, all installation group commanders, Public Affairs Director, Staff Judge Advocate, Army Air Force Exchange Service (AAFES) Senior Manager, Defense Reutilization and Marketing Office (DRMO) Manager, Air Force Office of Special Investigation (AFOSI) Detachment Commander, and the Base Civil Engineer as the recording officer. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision reflects the following changes: The Pollution Prevention Subcommittee has been **changed** to reflect its current working group structure. This change is shown in Figure 1 and sections 7.4.1., 7.4.2., 7.4.3., and 7.4.5. For all subcommittees, the following statement "80 FTW and 82 TRW group representatives as designed by respective group environmental coordinators" to "80 FTW and 82 TRW group unit environmental coordinators unless otherwise designated." A ★ indicates revision from the previous edition.

## ***Section A - Abbreviation, Acronyms, References, and Terms***

### **1. Definitions**

1.1. Environmental Compliance Assessment and Management Program (ECAMP). An assessment program used by the Air Force to evaluate the environmental compliance status of an installation.

1.2. EPC. The base decision body responsible for the oversight of the installation environmental program. Representation is each group commander, commanders/managers of major tenant organizations, and technical representatives. Organization includes subcommittees and working groups as indicated in Figure 1.

1.3. EPC Chairperson. 82 TRW/CC

1.4. EPC Executive Secretary. 82 CES/CC or designee

1.5. EPC Subcommittee. Action committees that provide immediate program oversight and report to the EPC on pollution prevention, environmental compliance, environmental planning, technical review of restoration activities, and emergency planning and response.

1.6. Environmental Working Groups. Working groups that report to their respective subcommittee on specific issues relating to environmental management.

1.7. Unit Environmental Coordinator. The person who represents each of the following: 80 FTW/CC, 82 SPTG/CC, 82 LG/CC, 82 MDG/CC, 82 TRG/CC, 782 TRG/CC, 882 TRG/CC, and 982 TRG/CC on environmental issues as prescribed in SAFBI 32-7002, ***Environmental Unit Coordinators***.

## ***Section B - Responsibilities***

### **2. EPC**

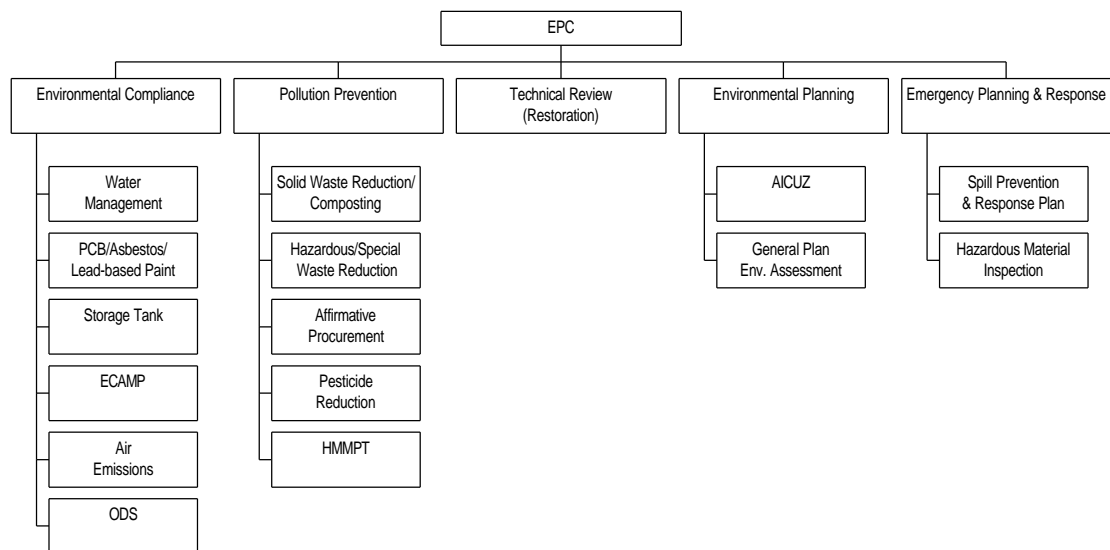
2.1. Executive steering group for all environmental cleanup, compliance, conservation, pollution prevention, and environmental emergency response.

2.2. Approves installation environmental policy, vision statement, and mission statement.

2.3. Ensures that there is a quality management system established to address the environmental programs and issues.

2.4. Ensures a systematic, interdisciplinary approach to environmental quality and integrates this approach into planning and decision making.

- 2.5. Meets at least quarterly or at the direction of the chairperson.
- 2.6. Reviews adequacy of policy, resources, and performance in meeting environmental goals.
- 2.7. Ensures appropriate training and manpower exist to meet environmental responsibilities.
- 2.8. Reviews and approves environmental impact analysis documents on proposed actions and forwards them to the appropriate decision-maker.



★Figure 1, EPC Structure

### 3. EPC Executive Secretary

- 3.1. Coordinates and schedules EPC meetings.
- 3.2. Consolidates reports and briefing slides submitted by subcommittee chairpersons for each EPC meeting.
- 3.3. Prepares and disseminates decisions and direction of EPC in meeting minutes.
- 3.4. Tracks suspenses and taskings from EPC meetings.

### 4. Environmental Subcommittees to the EPC

- 4.1. Develop and, after EPC approval, implement installation environmental policy.

4.2. Membership is based on technical expertise, group representation, and working group chairpersons. Each subcommittee will, at a minimum, have representation from the 80th Flying Training Wing and each group of the 82d Training Wing. Unit Environmental Coordinators are responsible for ensuring representation of their respective units.

4.3. Meet at least quarterly or at the discretion of the subcommittee chairperson. Recommended meeting times are 4 weeks prior to a published EPC meeting time and within 2 weeks following an EPC meeting.

4.4. Develop and annually review subcommittee charter. See Attachment 1 for an example subcommittee charter.

4.5. Develop annual prioritized requirements and budget requests in a timely manner to ensure execution of funds for each respective program that a subcommittee oversees and approve expenditures of environmental funds.

4.6. Establish working groups as needed to address environmental issues. Develop and approve revisions to working group charters. See Attachment 2 for an example working group charter.

4.7. Approve goals and metrics established by working groups.

4.8. Maintain meeting minutes. Although the chairperson manages the subcommittee, the Environmental Flight, 82 CES/CEV, is the office responsible for maintaining the administrative record of each subcommittee. Each subcommittee will have a member of the Environmental Flight as the subcommittee secretary.

4.9. Maintain a continuity folder with a minimum of the following sections:

4.9.1. Charter

4.9.2. Membership Appointment Letters

4.9.3. Applicable Instruction, Policies, Regulations, and Rules

4.9.4. Meeting Minutes

4.9.5. EPC Meeting Minutes

4.9.6. Suspenses and Taskings

4.9.7. Charters of Working Groups

4.9.8. Minutes of Working Group Meetings

4.9.9. Miscellaneous

4.10. Subcommittee Chairperson will report mandated topics and environmental concerns, present proposals, and ensure that the EPC is informed of activities as needed.

**5. Environmental Working Groups**

5.1. Develop goals and policies for specific programs based on installation environmental policy.

5.2. Develop and submit requirements to their respective subcommittees to ensure goals are reached.

5.3. Develop and track metrics to ensure processes are operating in a satisfactory manner.

5.4. Report to respective subcommittees on the status of current programs and on any discrepancies or problems.

5.5. Working groups can be permanent or temporary in nature. Working groups' chairpersons are also members of the respective subcommittees.

5.6. Meet as needed or as directed by the subcommittee chairperson.

**6. Environmental Compliance Subcommittee**

6.1. Reports to the EPC on all issues concerning the environmental compliance of Sheppard AFB. The following programs fall under the Environmental Compliance Subcommittee:

6.1.1. Air Management

6.1.2. Water Management

6.1.3. Polychlorinated Biphenyls (PCB) Management

6.1.4. Asbestos Management

6.1.5. Lead-Based Paint Management

6.1.6. Storage Tank Management

6.1.7. ECAMP Management

6.1.8. Ozone Depleting Substance (ODS) Management

6.2. Chairperson. The subcommittee chairperson will be the Deputy Support Group Commander, 82 SPTG/CD.

★6.3. Membership of the Environmental Compliance Subcommittee includes, but is not limited to, 80 FTW and 82 TRW group unit environmental coordinators unless otherwise designated; chairpersons of each permanent and temporary working group; representatives of Legal, Safety, AFOSI, AAFES, DRMO, Fire Protection, and Fuels; and the Subcommittee Secretary, 82 CES/CEVC.

6.4. Maintains the following permanent working groups:

6.4.1. Air Emissions Working Group chaired by the Air Program Manager, 82 CES/CEVC. Membership includes, but is not limited to, each organization that maintains an operation that either requires a permit or that must be specifically exempted from having a permit through the Texas Natural Resource Conservation Commission's (TNRCC) Standard Exemption Rules.

6.4.2. Water Management Working Group chaired by the Water Program Manager, 82 CES/CEVC. Membership includes, but is not limited to, the following:

6.4.2.1. 82 AMDS/SGPB, Bioenvironmental Engineer

6.4.2.2. 82 CES/CECCM, Mechanical Engineer

6.4.2.3. 82 CES/CEVP, Pollution Prevention Manager

6.4.2.4. 82 CES/CEOI, Backflow Prevention Program Manager

6.4.2.5. 82 CES/CEOEE, Maintenance Engineer

6.4.2.6. Unit Environmental Coordinators or their designated representatives

6.4.3. PCB/Asbestos/Lead-Based Paint Working Group chaired by the Bioenvironmental Engineering Flight Commander, 82 AMDS/SGPB. Membership includes, but is not limited to, the following:

6.4.3.1. 82 CES/CEVC, Asbestos/Lead-Based Paint Program Manager

6.4.3.2. 82 CES/CEH, Housing Management Representative

6.4.3.3. 82 CES/CEOE, Paint Contract Quality Assurance Evaluator

6.4.3.4. 82 AMDS/SGPM, Public Health Flight Commander

6.4.3.5. 82 AMDS/SGOBP, Pediatrics

6.4.3.6. 82 CES/CECCA, Architectural Engineer

6.4.4. Storage Tank Working Group chaired by the Petroleum Storage Tank Program Manager, 82 CES/CEVC. Membership includes, but is not limited to, representation from each organization that owns an above ground storage tank or underground storage tank.

6.4.5. ECAMP Working Group chaired by the ECAMP Manager, 82 CES/CEVC. Membership includes, but is not limited to, Unit Environmental Coordinators representing all 82 TRW groups and the 80 FTW.

6.4.6. ODS Compliance/Reduction Working Group chaired by the Mechanical Engineer, 82 CES/CEOE. Membership includes, but is not limited to, the following:

6.4.6.1. 82 CES/CEVC, Air Compliance Program Manager

6.4.6.2. 366 TRS/TSIM, Mechanical Flight Course Supervisor

6.4.6.3. 82 CES/CEF, Fire Department HALON Manager

6.4.6.4. 82 CES/CEOI, Infrastructure Superintendent

6.4.6.5. 82 CES/CEOM, Chief of Material Acquisition

6.4.6.6. 82 CES/CEH, Housing Maintenance Contract QAE

6.4.6.7. 82 TRSS/TTR, 82 TRG Unit Environmental Coordinator

6.4.6.8. Each organization that maintains or uses a chloroflourocarbon (CFC) recycler unit

## **7. Pollution Prevention Subcommittee**

7.1. Reports to the EPC on all pollution prevention issues. The following programs fall under the Pollution Prevention Subcommittee:

7.1.1. Hazardous Waste Reduction/Compliance

7.1.2. Hazardous Material Reduction

7.1.3. Solid Waste Reduction

7.1.4. Special Waste Reduction/Compliance

7.1.5. Composting Program

7.1.6. Affirmative Procurement Program

7.1.7. Alternate Fuels Program

7.2. Chairperson. The subcommittee chairperson will be the Deputy Logistics Commander, 82 LG/CD.

★7.3. Membership of the Pollution Prevention Subcommittee includes, but is not limited to, 80 FTW and 82 TRW unit environmental representative unless otherwise designated; chairperson of each permanent and temporary working groups; the Supply Functional Area Chief, the Chief of Services, the Chief of the Hazardous Material Management Office (HAZMO); representatives of Contracting, Legal, and Bioenvironmental Engineering; and the Subcommittee Secretary, 82 CES/CEVP.

7.4. Maintains the following permanent working groups:

★7.4.1. Solid Waste Reduction/Composting Working Group chaired by the Wing Agronomist, 82 CES/CEVX. Membership includes, but is not limited to, the following:

7.4.1.1. 82 CES/CEOE, Chief QAE

7.4.1.2. 82 CES/CEH, Housing Management Representative

7.4.1.3. 82 CES/CEOMA, Self-Help Store Manager

7.4.1.4. 82 CES/CEOHH, Superintendent of Heavy Repair Horizontal

7.4.1.5. 82 CES/CEVP, Pollution Prevention Program Manager

7.4.1.6. Military Training Managers as necessary

7.4.1.7. Facility Managers as necessary

★7.4.2. Hazardous/Special Waste Reduction Working Group chaired by the Hazardous Waste Manager, 82 CES/CEVP. Membership includes, but is not limited to, the following:

7.4.2.1. 82 CES/CEF, Fire Protection Representative

7.4.2.2. DRMO, Environmental Specialist

7.4.2.3. 82 AMDS/SGPB, Bioenvironmental Engineering Flight Commander

7.4.2.4. 82 CES/CEOMA, Self-Help Store Manager



7.4.2.5. 82 MDG/SGSL, Chief of MEDLOG

7.4.2.6. 82 CES/CEOM, Chief of Material Acquisition

7.4.2.7. 82 CES/CECCP, Chief of Military Construction (MILCON)

7.4.2.8. 82 LS/CC, Supply Functional Commander

7.4.2.9. 82 CES/CEVC, Lead-Based Paint/Asbestos Program Manager

7.4.2.10. 82 MDSS/SGSLF, Hospital Facility Management

7.4.2.11. 82 CES/CEO, Chief of Operations

7.4.2.12. 82 CES/CECS, Chief of SABER

7.4.2.13. 82 CES/CECCA, Architectural Engineer

7.4.2.14. Unit Environmental Coordinators or their designated representative

7.4.2.15. The following items are considered special wastes, since they are not classified as hazardous, but require additional regulatory compliance:

7.4.2.15.1. Used tires

7.4.2.15.2. Used oils and petroleum

7.4.2.15.3. Batteries

7.4.2.15.4. Fluorescent and mercury vapor light bulbs

7.4.2.15.5. PCB light ballasts

7.4.2.15.6. Bio-hazard waste from medical activities

7.4.2.15.7. Construction debris

★7.4.3. Affirmative Procurement Working Group chaired by the Operational Contracts Manager, 82 CONS/LGCA, and Environmental Engineer, 82 CES/CEV. Membership includes, but is not limited to, the following:

7.4.3.1. 82 CES/CEVP, Pollution Prevention Program Manager

7.4.3.2. 82 CONS/LGCB, Chief of Base Infrastructure

7.4.3.3. 82 CES/CECCA, Architectural Engineer

7.4.3.4. 82 CES/CECS, Chief of SABER

7.4.3.5. Unit Environmental Coordinators or their designated representative

7.4.4. Pesticides Reduction Working Group chaired by the Entomology Superintendent, 82 CES/CEOHH. Membership includes, but is not limited to, the following:

7.4.4.1. 82 CES/CEVX, Wing Agronomist

7.4.4.2. 82 SPTG/SVBG, Golf Course Maintenance Superintendent

7.4.4.3. 82 CES/CEH, Housing Maintenance Contract QAP

7.4.4.4. 82 CES/CEOE, Chief QAE

★7.4.5. Hazardous Materials Management Process Team will be chaired by a Civil Engineer Representative, 82 CES/CEV. Membership includes, but is not limited to, the following:

7.4.5.1. 82 LS/LGSSH, Logistics Group Representative

7.4.5.2. 82 AMDS/SGPB, Chief of Bioenvironmental Engineering

7.4.5.3. 82 TRW/SE, Safety Representative

## **8. Environmental Planning Subcommittee**

8.1. Reports to the EPC on all environmental planning issues. The following programs fall under the Environmental Planning Subcommittee:

8.1.1. Air Installation Compatible Use Zone (AICUZ) Program

8.1.2. Environmental Impact Analysis Program (EIAP)

8.1.3. Environmental Manpower

8.1.4. Natural Cultural Resources Programs

8.2. The subcommittee chairperson will be the Chief of Plans Office, 82 TRW/XP.

8.3. Membership of the Environmental Planning Subcommittee includes, but is not limited to, 80 FTW and 82 TRW unit environmental coordinators unless otherwise designated; chairperson of each permanent or temporary working group; representatives of Legal, Public Affairs, Civil Engineer Operations Flight, Civil Engineer Resources Flight, and 80 FTW/RO; the Subcommittee Secretary, 82 CES/CEVX.

8.4. Maintains the following permanent working groups:

8.4.1. AICUZ Working Group chaired by the Chief of Base Development, 82 CES/CECD. Membership includes, but is not limited to, the following:

8.4.1.1. 80 OSS/DOOA, Airspace Management

8.4.1.2. 80 OSS/DOFE, Airfield Operations

8.4.1.3. 82 TRW/CP, Command Post

8.4.1.4. 82 TRW/PA, Public Affairs Office

8.4.1.5. 82 TRW/XP, Plans Office

8.4.1.6. 82 TRW/JA, Staff Judge Advocate

8.4.1.7. 82 CES/CEVX, Environmental Plans and Programs

8.4.2. General Plan Environmental Assessment Working Group chaired by the Chief of Environmental Plans and Programs, 82 CES/CEVX. Membership includes, but is not limited to, the following:

8.4.2.1. 80 OSS/DOO, Flying Operations

8.4.2.2. 82 CES/CECD, Chief of Base Development

8.4.2.3. 82 CES/CEOEE, Utility Engineer

8.4.2.4. 82 CES/CEH, Housing Management Representative

8.4.2.5. 82 CPTS/FMA, Financial Analysis

## **9. Technical Review Subcommittee**

9.1. Reports to the EPC on all environmental restoration issues.

9.2. The subcommittee chairperson and secretary will be the Restoration Section Chief, 82 CES/CEVR.

★9.3. Membership of the Technical Review Subcommittee includes, but is not limited to, 80 FTW and 82 TRW unit environmental coordinators unless otherwise designated; chairpersons of each permanent and temporary working group; and representatives from Public Affairs, Legal, and Fire Protection. The Corps of Engineers, Community Representatives, and State Regulators will be invited to participate.

## **10. Emergency Planning and Response Subcommittee**

10.1. Reports to the EPC on all hazardous materials emergency response and Emergency Planning and Community-Right-To-Know Act (EPCRA) issues. This subcommittee also functions as the Hazardous Material Planning Team in AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*.

10.2. Chairperson. The subcommittee chairperson will be the Base Civil Engineer, 82 CES/CC.

★10.3. Membership of the Emergency Planning and Response Subcommittee includes, but is not limited to, 80 FTW and 82 TRW unit environmental coordinators unless otherwise designated; chairpersons of each permanent and temporary working group; the Chief of Fire Protection; and representatives from the Exercise Evaluation Team, Legal, Safety, the Base Spill Cleanup Team, Pollution Prevention, Bioenvironmental Engineering, AFOSI, Security Forces, and Fuels; and the Subcommittee Secretary, 82 CES/CEX. Local Emergency Planning Committee representatives will be invited to participate.

10.4. Spill Prevention and Response Plan Working Group chaired by 82 CES/CEVP. Membership includes, but is not limited to, the following:

10.4.1. 82 CES/CEF, Fire Protection Representative

10.4.2. 82 CES/CEX, Disaster Preparedness Representative

10.4.3. 82 CES/CEV, Spill Cleanup Team Officer-in-Charge

10.4.4. 82 CES/CEVC, Environmental Compliance Representative

10.4.5. 82 LS/LGSSF, Fuels Representative

10.5. Hazardous Material Inspection Working Group chaired by the Chief of HAZMO. Membership includes, but is not limited to, the following:

10.5.1. 82 TRW/SEG, Ground Safety

10.5.2. 82 CES/CEF, Fire Protection Representative

10.5.3. 82 AMDS/SGPB, Bioenvironmental Engineering

10.5.4. 82 CES/CEVP, Hazardous Material Manager

## **11. Subcommittee Secretaries**

11.1. Develop and maintain continuity folder IAW Paragraph 4.9 for their respective subcommittee. Provide copy to subcommittee chairperson upon request.

11.2. Prepare and maintain minutes of each meeting for their respective subcommittee.

11.3. Maintain and track suspenses and taskings from the EPC meetings.

11.4. Schedule meetings as directed by their respective subcommittee chairperson.

11.5. Develop and execute agenda for each meeting of their respective subcommittee.

11.6. Ensure all requirements are included in the A-106 module of the Work Information Management System-Environmental Subsystem (WIMS-ES).

JOE F. HARRISON, Colonel, USAF  
Vice Commander

### ***Attachments:***

1. Example Subcommittee Charter
2. Example Working Group Charter

*Attachment 1*  
*Example EPC Subcommittee Charter*

POLLUTION PREVENTION SUBCOMMITTEE CHARTER

1. Purpose: This subcommittee shall be the focal point for working all the pollution prevention issues on Sheppard AFB. The subcommittee shall identify, develop, implement and track all pollution prevention initiatives to meet Sheppard AFB, Air Education and Training Command (AETC), Department of the Air Force, Texas Natural Resource Conservation Commission, and Environmental Protection Agency instructions, regulations, policies, and rules.
2. Installation Environmental Policy: Maintain an environmentally sound installation
3. Chairperson: 82 LG/CD, 6-7170
4. Membership: Supply Functional Commander, 82 LS/CC  
Chief of Services, 82 SPTG/SV  
Chief of Hazardous Material Management Office, 82 LS/LGSSH  
Base Contracting Office Representative, 82 CONS/LGC  
Bioenvironmental Engineering Representative, 82 AMDS/SGPB  
Pollution Prevention Program Manager, 82 CES/CEVP (Subcommittee Secretary)  
80 FTW Unit Environmental Coordinator  
82 TRW Unit Environmental Coordinator  
Pollution Prevention Subcommittee Working Group Chairpersons
5. Standing Working Groups: Solid Waste Reduction/Composting Working Group,  
82 CES/CEVX  
Hazardous/Special Waste Reduction Working Group,  
82 CES/CEVP  
Affirmative Procurement Working Group,  
82 CONS/LGCA and 82 CES/CEV  
Pesticide Reduction Working Group, 82 CES/CEOHH  
Hazardous Materials Management Process Team,  
82 CES/CEV
6. Temporary Working Groups: Alternative-Fueled Vehicle Working Group  
(17 Jun - 17 Jul 96)
7. Responsibilities:
  - 7.1. Establish policy and procedures to identify, track, and control wastes generated on Sheppard AFB to ensure AETC and Air Force waste reduction goals. Interpret data, review, and prioritize requirements, and approve expenditures of environmental funding.

***Attachment 1(Cont)***

7.2. Report status of current projects, issues, concerns, and proposals to the EPC in a timely manner.

8. Frequency of Meetings: The pollution prevention subcommittee will meet at least 4 weeks prior to a scheduled EPC meeting and as needed following an EPC meeting.

9. Accountability: This subcommittee shall develop and maintain a continuity folder to keep a historical record and track progress to waste reduction.

*Attachment 2*  
*Example Working Group Charter*

AFFIRMATIVE PROCUREMENT WORKING GROUP

1. Purpose: This working group shall be the focal point for implementing affirmative procurement (AP) issues on Sheppard AFB. The working group shall identify, develop, implement and track all affirmative procurement initiatives to meet Sheppard AFB, Air Education and Training Command (AETC), Department of the Air Force, Texas Natural Resource Conservation Commission, and Environmental Protection Agency instructions, regulations, policies, and rules.
2. Installation Environmental Policy: Maintain an environmentally sound installation
3. Chairpersons: 82 CONS/LGCA and 82 CES/CEV
4. Membership: 82 CES/CEVP, Pollution Prevention Program Manager  
82 CONS/LGCB, Chief of Base Infrastructure  
82 CES/CECCA, Architectural Engineer  
82 CES/CECS, Chief of SABER  
Unit Environmental Coordinators
5. Responsibilities:
  - 5.1. Ensure compliance with the Sheppard Affirmative Procurement Plan
  - 5.2. Update the AP Plan in accordance with changing regulations and process improvements
  - 5.3. Maintain and update recycled-content and bio-based products list in accordance with updates to the EPA's Consumer Product Guide (CPG) list
  - 5.4. Distribute updated product list to users
  - 5.5. Ensure public awareness of AP through various methods, to include submitting articles to the Sheppard Senator and the Wichita Falls Times Record News, distributing an introductory AP pamphlet explaining the Sheppard AFB AP Plan, posting AP information in the public folders on the LAN, and writing articles for the monthly IMPAC newsletter
  - 5.6. Ensure annual AP training and workshops are held to refresh Sheppard AFB members on the AP Plan and to keep all Sheppard AFB members current regarding AP policies and current availability of recycled products
  - 5.7. Evaluate, at least annually, the effectiveness of the Sheppard AFB AP program through surveys, interviews, feedback sessions, and reviews of Contracting's IMPAC audits



***Attachment 2(Cont)***

5.8. When DoD releases its tracking method, ensure that proper tracking of all contracts that are for or specify the use of recovered materials is accomplished in accordance with the approved method

5.9. Report status of the plan, issues, concerns, and proposals to the Pollution Prevention Subcommittee in a timely manner

6. Frequency of Meetings: The working group will meet at least quarterly or as needed.

7. Accountability: This working group shall develop and maintain meeting minutes to keep a historical record of working group decisions and accomplishments.